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Academy Information

The Michigan State Police Training Academy is located in the State Secondary Complex just off I-96, Lansing Road Exit 98A, at 7426 North Canal Rd., Lansing, Michigan 48913. It is a seven story brick building on the east side of Canal Road.

This modern high-rise building constructed in 1974, contains 104 dormitory rooms capable of accommodating 208 persons. It includes complete food service facilities capable of seating 275 persons.

The training facilities include eight classrooms of varying sizes to accommodate 30-70 people, a computer skills training center, an

auditorium with seating capacity for 250 people and a training scenario house.

The indoor firearms range has 15 automated positions for firearms training with distances up to 25 yards.



The Academy training pool is six lanes wide and 25 yards long. The gymnasium and weight room are available for use after 5 p.m. during weekdays.

Training House

The Training House is a multi-purpose miniature version of a typical residential dwelling planned to provide a wide

variety of training scenarios for the Academy staff and trainees.

Located adjacent to the Academy (immediately to the north), it is both convenient to use and easily accessible.

It can be used for training scenarios as well as small group presentations.

The Training House and surrounding area typify a setting in which an officer would have to respond for a multitude of calls. Typical training situations could include approach techniques for

complaints involving domestic disputes, breaking and entering, hostage situations and serving of warrants.

By adding movable panels, the living room area can be utilized to simulate

other settings, which could include the interior of a bank, store or other typical crime situations.

Even the area surrounding the facility can be used for training purposes. Investigative techniques on major

crimes include examining grounds for possible clues. The exterior includes typical areas found in most crime situations - grass, concrete, asphalt and gravel. For more information and reservations, please call (517) 322-1200.



Law Enforcement Resource Center

The Law Enforcement Resource Center is an educational, multimedia central depository that serves all Michigan law enforcement agencies, regional police training facilities, and academic institutions with criminal justice training programs.

Its purpose is to provide educational materials to help update and upgrade law enforcement practices across the state. The Center provides, free of charge: videos, slide/tape programs, microfiche, books, papers, periodicals and electronic searches on a variety of law enforcement subjects. Subject areas include:

- Criminal Investigations
- First Aid
- Patrol Procedures
- Defense Techniques
- Law Enforcement Stress
- Police Psychology
- Driving Skills
- Management /Supervision
- Drug & Alcohol Training
- Many More Topics

All Resource Center materials are available free of charge.
Our hours are
8 a.m. to noon
and 1 p.m. to 5 p.m.

All Mail Requests Should Be Addressed To:

The Law Enforcement Resource Center 7426 North Canal Road Lansing, Michigan 48913

All Phone Requests Should Be Directed To:

Audio/Video (517) 322-5624 Printed Materials (517) 322-5251 All books and audiovisual materials must be returned U.P.S. or First Class Mail and insured.

Remember . . . all materials are first-come, first-served, so plan ahead and reserve.

Hazardous Materials Training Center

Hazardous Materials surround us everyday, everywhere. As emergency personnel, it is likely that you will be the first to arrive at an incident involving hazardous materials. It is important for you to be aware of the types of hazardous materials transported and stored in your community, to be able to identify them when encountered, and where and how to obtain expert help.

Michigan's Hazardous Materials Training Center is unique in the country as the only facility of its type that was built by industry and donated to the state for training both the public and private sectors in the areas of hazardous materials response and inspection activities.

The Center is located adjacent to the State Police Training Academy. Building and hands-on area occupy approximately 3.5 acres.

The majority of Hazardous Materials Training Center programs have been developed to provide for maximum hands-on application by participants. Students will find available a variety of equipment used for the transportation and storage of hazardous materials, including rail cars, ISO shipping containers, above/below ground storage tanks, confined spaces, truck trailers, and drums. Various pieces of equipment used in response and mitigation activities are also available for use by students.

All programs are designed to comply with existing state and federal rules and regulations requiring specific competencies. Instructors are selected based on their education and practical expertise to provide a comprehensive and meaningful learning environment.

Any questions regarding the Hazardous Materials Training Center or courses offered should be directed to (517) 322-1190.



Precision Driving Facility

The Precision Driving Facility is located on a 42-acre site adjacent to the Michigan State Police Training Academy. The purpose of this facility is to provide emergency vehicle operations training to the law enforcement community. Advanced precision driving programs are offered to both in state and out-of-state certified police officers. Enrollment is based upon availability and submission of the Training Division enrollment form.

Information about the Precision Driving Track:

- One Mile Highway Response Course
- Nine Acre Precision Maneuvering Pad (700' x 500')
- Three Acre Skid Pad (500' x 200')
- Off Road Recovery Lane
- Classroom/Office/Observation Tower
- Seven full time staff members
- Twenty-seven assigned vehicles, safety equipped



Lodging and meals available at the Training Academy adjacent to the facility:

Precision Driving Unit — TX: (517) 322-1782 FAX: (517) 322-0725



TRAINING DIVISION ENROLLMENT FORM

MAIL INQUIRIES TO:

MSP Student Enrollment 7426 North Canal Road Lansing, Michigan 48913 <u>Training Division</u> TX: (517) 322-1200; FAX: (517) 322-6363

Precision Driving TX: (517) 322-1782; FAX: (517) 322-0725

PLEASE PRINT

FLEASE FRINT					
Program Title	Program Date or Preferred Training Month				
Student's Name (Rank, Last, First, MI)	Student's Social Security Number*				
Department and Departmental ORI Number	Department Size □Under 25 □ 25-50 □ 50-100 □100-200 □ 200+				
Street Address, City, State, Zip code	Area Code and Phone Number ()				
Student's Email Address	Area Code and FAX Number ()				
Supervisor/Contact Person	Contact Person's Area Code and Phone Number ()				
Lodging information Check if you require lodging Check if you require lodging the night before prog	Male*				

All tuition costs are calculated on a per/student basis. Costs for student's lodging at the Academy are based on arrival the first day of the program. If students require earlier lodging due to travel time we will make the necessary arrangements for an additional charge.

CANCELLATION POLICY: CANCELLATION OF ATTENDANCE SHOULD OCCUR 7 WORKING DAYS before the training course begins. Cancellations made within 7 working days will be charged the full training amount. Failure to cancel or "NO SHOW" will be charged the full cost of the course. Reservations are transferable within the department.

PRECISION DRIVING UNIT CANCELLATION POLICY: Cancellation should occur 2 weeks before the scheduled program begins. Failure to cancel or "NO SHOW" will be charged the full training fee (even if tuition was to be originally paid through a grant).

Class sizes are limited and registrations are accepted on a first come, first served basis. You will be notified 2-4 weeks in advance of your scheduled class.

A violation of any academy or range rule will be grounds for immediate dismissal from a program. Should a dismissal be necessary, there will be no refund of the participant's tuition.

DO NOT INCLUDE YOUR TUITION MONEY WITH THIS ENROLLMENT FORM. YOU WILL BE SENT AN INVOICE AT A LATER DATE.

*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

MSP STUDENTS MUST COMPLETE THE FOLLOWING:	
Index	P.C.A.
Signature of Authorizing Person (Commander)	Date

(Machine copy as needed)

AUTHORITY: 1965 PA 203 COMPLIANCE: Voluntary

REGISTRATION INFORMATION

NO REGISTRATIONS WILL
BE TAKEN OVER THE
TELEPHONE. FOR
INFORMATION, PLEASE
CONTACT THE PERSON
INDICATED FOR YOUR
SPECIFIC COURSE OF
INTEREST.

CANCELLATION POLICY

CANCELLATION OF ATTENDANCE MUST OCCUR **SEVEN (7) WORKING DAYS BEFORE** THE TRAINING COURSE BEGINS. **CANCELLATIONS MADE** WITHIN 7 WORKING DAYS WILL BE CHARGED THE **FULL TRAINING AMOUNT.** FAILURE TO CANCEL, OR "NO SHOWS," WILL BE CHARGED THE FULL COST OF THE COURSE. **RESERVATIONS ARE** TRANSFERABLE WITHIN THE DEPARTMENT.

SUPERVISOR/LEADERSHIP PROGRAMS

MICHIGAN STATE POLICE

*Supervisor Development (5 Days)

SUPERVISOR DEVELOPMENT (also

known as "People Skills") was initially designed as a basic survival kit for new police sergeants. However, this

program can enhance the effectiveness of any first-line supervisor. A variety of methods and resources will be used to facilitate learning: lecture, reading, videotapes, self-assessment instruments, group discussions, and role-play exercises. Much of the program is conducted of the program is conducted.

role-play exercises. Much of the program is conducted on a self-paced format. The skill-building have one modules include:

- UNDERSTANDING PERSONALITY DIFFERENCES
- ETHICAL DECISION MAKING
- COACHING SKILLS
- SITUATIONAL LEADERSHIP
- MEDIA RELATIONS
- DISCIPLINE AND COUNSELING

DATES: January 13-17, 2003

February 10-14, 2003 April 14-18, 2003 May 19-23, 2003 July 21-25, 2003 September 22-26, 2003

November 3-7, 2003

TUITION: \$215 (Lunches only)

\$390 (Academy Lodging

& Meals)

Additional charge for Sunday night lodging

CONTACT: (517) 322-5174

*MCOLES CERTIFIED

*Leadership Development (5 Days)

LEADERSHIP DEVELOPMENT is

designed primarily for the law enforcement lieutenant or upper-level manager, but can be taken by

anyone seeking to broaden their organizational

perspective. The goal is to help students balance management demands

with leadership

judgment. The program is taught through

is taught through lecture, reading

assignments, videotapes

and self-assessment

instruments. Each class will have one or more guest lecturers to instruct specialized topics. Leadership Development will include:

- 360-DEGREE FEEDBACK REVIEW
- STRATEGIC PLANNING
- PRINCIPLE-CENTERED LEADERSHIP
- ADMINISTRATIVE COURAGE
- TOTAL QUALITY MANAGEMENT
- MENTORING

DATES: March 10-14, 2003

June 2-6, 2003 August 11-15, 2003 October 13-17, 2003 December 8-12, 2003

TUITION: \$400 (Lunches Only)

\$580 (Academy Lodging

& Meals)

Additional charge for Sunday night lodging

CONTACT: (517) 322-5174

*MCOLES CERTIFIED

Those students taking both Supervisor and Leadership Development should take Supervisor

Development first and schedule an adequate amount of time before taking Leadership Development.

PROFESSIONAL DEVELOPMENT/ **INSTRUCTOR TRAINING PROGRAMS**

*Instructor **Development** (2 Weeks)

THE INSTRUCTOR DEVELOPMENT

program is designed to provide any instructor, regardless of experience, with

all the skills necessary to design and implement a training program. The program is taught using the Criterion Referenced Instructional method which allows the student to work through 29 skill building modules at their own pace. Some of these modules are done individually and some are done as a group. We find this to be a very effective instructional method as it relates to student retention of the material. The skill-building modules include:

Speaking Skills are **Absolutely Essential to Those Who Aspire to Positions of** Leadership

*Presentation Skills (3 Days)

THE PRESENTATION SKILLS program is offered by the Training Division. In this day and age, the Law Enforcement Professional is called upon more and more to provide presentations to a

> variety of groups. The Presentation Skills program is designed to provide a speaker with the expertise necessary to put on a good "show." Students work through 16 lessons pertaining to program development and actually give three presentations. The skillbuilding lessons include:

- THREE PRESENTATIONS
- LESSON PLANNING
- VISUAL AID WORKSHOP
- AUDIENCE NEEDS
- PRESENTATION **OBJECTIVES**
- POWER POINT **COMPUTER SKILLS**

DATES: January 29-31, 2003

March 19-21, 2003

June 4-6, 2003

September 10-12, 2003 December 3-5, 2003

TUITION: \$135 (All Materials and

Lunches Only)

\$220 (All Materials and Academy Lodging & Meals)

Additional charge for Sunday night lodging

CONTACT: (517) 322-5174

*MCOLES CERTIFIED

SIX PRESENTATIONS

LESSON PLANNING

VISUAL AID WORKSHOP

WRITING OBJECTIVES

PREPARING CRITERION TESTS

LEARNING DEVICES

DATES: February 24- March 7, 2003

April 21-May 2, 2003

October 20-31, 2003

TUITION: \$430 (All Materials and

Lunches Only)

\$800 (All Materials, Academy

Lodging & Meals),

Additional charge for Sunday night lodging

CONTACT: (517) 322-5174

COMPUTER TRAINING COURSES



The Michigan State Police Training Division is pleased to announce the availability of Microsoft computer training for the following products: Access, Excel, Powerpoint, and Word. Frontpage and Web Site Development are available upon request. This training is available to public sector employees. The training will be held at the Michigan State Police Training Academy Tech Lab, 7426 North Canal Road, Lansing, Michigan. You can fax your registration to (517) 322-6363.

Space is limited to 20 seats per course.

Course cost includes training material and lunch. If lodging, the cost also includes your room, breakfast and dinner. All meals and lodging are provided at the Training Academy. Lodging is based on a double occupancy rate.

The Training Academy has elected to use the Shelly/Cashman series of training manuals. These are the same manuals used at colleges and universities. The course will cover introductory concepts through advanced concepts. Basic computer skills are encouraged, but not required.

MICROSOFT ACCESS 97

Microsoft Access is the multi-relational database software for the Office series. This product allows you to create databases to store and analyze data.

CLASS DATES: January 22-24, 2003 April 28-30, 2003

August 27-29, 2003

MICROSOFT EXCEL 97

Microsoft Excel is the spread-sheet software. This product allows you to create complex tables that help you analyze your financial or statistical needs.

HOURS: 9 am – 4 pm **COST:** \$85

OF DAYS: 2 **W/LODGING**: \$145

CLASS DATES: February 20-21, 2003

May 19-29, 2003 September 15-16, 2003

MICROSOFT FRONTPAGE 2000

Microsoft Frontpage is the web page development software. This product allows you to create basic web suites.

HOURS: 9 am – 4 pm **COST:** \$85 **W/LODGING:** \$145 **CLASS DATES:** Available upon request only. Call (517) 322-1503.

MICROSOFT POWERPOINT 97

Microsoft Powerpoint is the presentation software. This product allows you to create presentations for either hand-outs or projected on screens.

HOURS: 9 am – 4 pm **COST:** \$85

OF DAYS: 2 **W/LODGING:** \$145

CLASS DATES: March 24-25, 2003 July 14-15, 2003 November 6-7, 2003

MICROSOFT WORD 97

Microsoft Word is the word processing software. This software allows you create a variety of documents.

HOURS: 9 am – 4 pm **COST:** \$85

OF DAYS: 2 **W/LODGING:** \$145

CLASS DATES: March 6-7, 2003

June 5-6, 2003 October 16-17, 2003

*Advanced Precision Driving Program** (5 Days)

The ADVANCED PRECISION DRIVING program is a 40-hour program aimed at the in-service officer. The curriculum includes 30 hours of hands-on training and 10 hours of classroom instruction. The areas covered in class and reinforced during practical exercises are: vehicle dynamics, vehicle maintenance, defensive driving, performance driving, skid control, civil liability, pursuit driving and night driving. Students will also participate in vision and brake reaction testing. A written examination and practical cumulative skills examination will be completed. Final summary results of all test areas will be sent to the agency upon completion of training.

Class size is limited to 15 students to allow a 3 to 1 student/instructor ratio.

Michigan State Police patrol vehicles will be provided for all driving exercises.





DATES:

Please call for program dates.

TUITION:

\$632 (Covers meals and lodging beginning Monday through

Friday lunch)

\$659 (Covers meals and lodging beginning Sunday night through

Friday lunch)

\$526 (Covers lunches Monday through Friday and Thursday

night drive lodging)

\$499 (Covers lunches only,

no lodging)

CONTACT:

Precision Driving Unit,

(517) 322-1782

**PREREQUISITE: (Mandatory for successful completion of program)
Officers registering for the Advanced Precision Driving Program must:

- Be a certified police officer.
- Participate in the entire 40 hour program (court appearances, etc. must be rescheduled.)

*Precision Driving Instructor Program** (2 Weeks)

The PRECISION DRIVING INSTRUCTOR PROGRAM is designed to provide training to those individuals who will be actively involved in the training of other police officers, both inservice and at the recruit level.

The 80 hour course will consist of classroom training covering areas such as vehicle dynamics, civil liability/legal issues, defensive driving, skid control, performance driving, night driving, instructor development techniques, and in-car role reversal exercises. Also included in the program will be practical driving exercises consisting of serpentine, evasive maneuvering, controlled braking, precision maneuvering, skid control, performance driving, night driving and a cumulative skills assessment.

Class size is limited to 10 students to allow a 2 to 1 student/instructor ratio.

Michigan State Police patrol vehicles will be provided for all driving exercises.

DATES: Please call for program dates.

TUITION:

\$1,420 (Covers meals and lodging beginning Monday lunch through Friday lunch, no weekend lodging)

\$1,473 (Covers meals and lodging beginning Sunday night through the second Friday lunch, no weekend lodging included)

\$1,517 (Covers meals and lodging beginning Sunday night through the second Friday lunch, weekend lodging included)

\$1,190 (Covers lunches Monday through Friday and Thursday night drive lodging)

\$1,163 (Covers lunches only,

no lodging)

CONTACT: Precision Driving Unit, (517) 322-1782

**PREREQUISITE: (Mandatory for successful completion of program) Officers registering for the Advanced Precision Driving Instructor Program

must:

Have previously attended the 40 hour MSP Advanced Precision Driving Program or (in advance) provide written curricula of all driver training programs successfully completed and endorsed by the MSP Precision Driving Unit.

Participate in the entire 2-week program (court appearances, etc. must be rescheduled.)



*Emergency/Pursuit Driving Program** (3 Days)

The **EMERGENCY/PURSUIT DRIVING** program is designed to provide training to police officers in simulated pursuit situations.

The course consists of a behind-thewheel review of skid control and performance driving, classroom instruction on pursuit driving and liability issues, and simulated pursuit situations on two different courses.

Class size limited to 10 students to allow a 2 to 1 student/instructor ratio.

Michigan State Police patrol vehicles will be provided for all driving exercises.

DATES: Please call for program dates.

TUITION: \$365 (Covers meals and

lodging beginning Monday lunch through Wednesday lunch)

\$392 (Covers meals and lodging

beginning Sunday night through

Wednesday lunch)

\$294 (Covers lunches only,

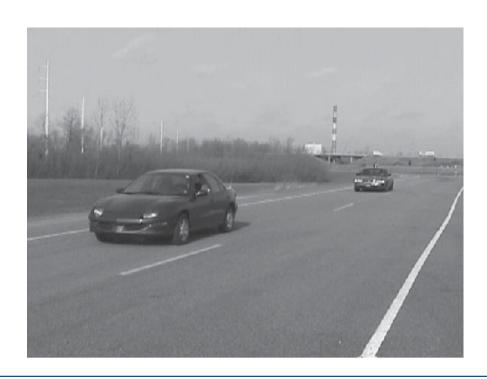
no lodging)

CONTACT: Precision Driving Unit,

(517) 322-1782

**PREREQUISITE: (Mandatory for successful completion of program) Officers registering for the Emergency/ Pursuit Driving Program must:

- Be a certified police officer.
- Provide (in advance) written curricula of all driver training programs, which the student has already successfully completed, or have previously attended the 40 hour MSP Advanced Precision Driving Program.
- Participate in the entire 3 day program (court appearances, etc. must be rescheduled).



*Refresher Driving Program** (2 Days)

The REFRESHER DRIVING PROGRAM has been created to sharpen the skills of officers who have completed the MSP 40 Hour Advanced Precision Driving Program. Instruction will focus on civil liabilities/legal issues, vehicle dynamics, skid control, performance driving, defensive driving, night driving, serpentine, evasive maneuvering, controlled braking and precision maneuvering.

Class size is limited to eighteen (18) students.

Michigan State Police patrol vehicles will be provided for all driving exercises.

DATES: Please call for program dates.

TUITION: \$232 (Covers meals and

lodging beginning with lunch the first day of the program through lunch the

second day)

\$258 (Covers meals and lodging beginning with the night prior to the program through lunch

the second day)

\$196 (Covers lunches only,

no lodging)

CONTACT: Precision Driving Unit,

(517) 322-1782

**PREREQUISITE: (Mandatory for successful completion of program)
Officers registering for the Refresher Driving Program must:

Have previously attended the 40 hour MSP Advanced Precision Driving Program.

*MCOLES CERTIFIED

Defensive Driving Program (4 Hours)

The **DEFENSIVE DRIVING PROGRAM**

The MSP Precision Driving Unit has several full time driving instructors who are available to give defensive driving lectures to requesting agencies. Instruction is centered around the following: the definition of defensive driving; four basic driving patterns and which is most dangerous; characteristics of a good law enforcement driver; basic skills to reduce traffic collisions; and the use of occupant protection systems (seatbelts). This is classroom instruction and can be conducted at the MSP facility or your site.

DATES: Limited Number of Programs

Please call for Availability

TUITION: \$15 Per student (no meals

or lodging)

CONTACT: Precision Driving Unit,

(517) 322-1782



*Police Motorcycle Operator Program ** (2 Weeks)

The POLICE MOTORCYCLE **OPERATOR PROGRAM** is an 80-hour program aimed at the police motorcycle officer. The curriculum includes 75 hours of hands-on training and 5 hours of classroom instruction. Classroom instruction includes defensive driving, curve negotiation, traffic stops and escorting. Practical exercises include low speed tight maneuvering training that is essential for the motor officer. evasive maneuvering, controlled braking, curve negotiation, traffic stops and escorting. A written examination and practical cumulative skills examination will be completed.

Class size is limited to 6-8 students to allow a 2 to 1 student/instructor ratio.

Michigan State Police Harley-Davidson motorcycles will be provided for all aspects of the program.

DATES: TUITION: Please call for program dates.

\$1,420 (Covers meals and lodging beginning Monday lunch through Friday lunch, no

weekend lodging)

\$1,473 (Covers meals and lodging beginning Sunday night through the second Friday lunch, no weekend lodging included)

\$1,517 (Covers meals and lodging beginning Sunday night through the second Friday lunch, weekend lodging included)

\$1,163 (Covers lunches only,

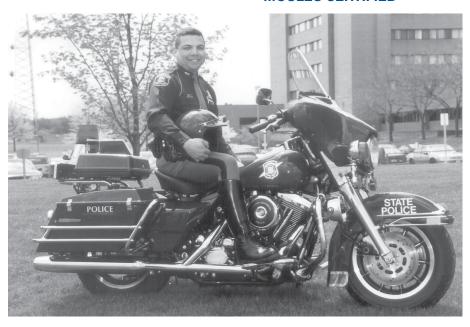
no lodging)

CONTACT: Precision Driving Unit,

(517) 322-1782

**PREREQUISITE: (Mandatory for successful completion of program) Officers registering for the Police Motorcycle Operator Program must:

- Be a certified police officer.
- Have motorcycle riding experience.
- Participate in the entire 80 hour program (court appearances, etc. must be rescheduled.)



POLICE MOTORCYCLE REFRESHER PROGRAM** (3 DAYS)

The POLICE MOTORCYCLE
REFRESHER PROGRAM is a 24-hour program aimed at the police motorcycle officer. The curriculum includes 22 hours of hands-on training and 2 hours of classroom instruction. Classroom instruction includes defensive riding and curve negotiation. Practical exercises include low speed tight maneuvering training, evasive maneuvering, controlled braking, and curve negotiation. A practical cumulative skill evaluation will be required for successful completion.

Class size is limited to 6-8 students to allow a 2 to 1 student/instructor ratio.

Michigan State Police Harley-Davidson motorcycles will be provided for all aspects of the program.



DATES: Please call for program dates.

TUITION: \$365 (Covers meals and lodging

beginning with lunch the first day of the program through lunch the

second day)

\$392 (Covers meals and lodging beginning with the night prior to the program through lunch the

second day)

\$294 (Covers lunches only, no

lodging)

CONTACT: Precision Driving Unit,

(517) 322-1782

**PREREQUISITE: (Mandatory for successful completion of program)
Officers registering for the Police
Motorcycle Refresher Program must:

- Be a certified police officer.
- Have previously attended the 80 hour MSP Police Motorcycle Operator Program or (in advance) provide written curricula of all motorcycle training programs successfully completed and endorsed by the MSP Precision Driving Unit.
- Participate in the entire 24 hour program (court appearances, etc. must be rescheduled.)

LAW ENFORCEMENT IN-SERVICE SCHOOL

This program is for local law enforcement agencies and will provide Interview and Interrogation information and techniques, Legal Update, Patrol Techniques, Range 2000, Simunition Traffic Stops, Groundfighting Techniques, and Law Enforcement Ethics and Values.

DATES: Contact Sgt. Jason Williams, (517) 322-6182, or

Nancy Shaffer, (517) 322-6319, for 2003 dates.

Schools begin at 9 a.m. on the first day for registration.

TUITION: \$175.00 per person (without lodging)

includes: course fee, breaks, and three lunches

\$200.00 per person (with lodging)

includes: course fee, 2 nights lodging, breaks, and all meals

\$228.50 per person (arriving the night prior to course) includes: course fee, 3 nights lodging, breaks, and all meals

CONTACT: Nancy Shaffer at (517) 322-6319.

LOCATION: Michigan State Police Training Academy

7426 N. Canal Road Lansing, Michigan 48913

Parking will be in the Student Parking Lot only.

EQUIPMENT NEEDED: Training weapon (if available)

Helmet with visor (if available)Duty belt with duty weapon

Body armorCar duty jacket

Fatigues

There will be outdoor Simunition Exercises, so suitable

outdoor clothing is required.

REGISTRATION DEADLINE: Please *FAX* the registration form

NO LATER THAN ONE MONTH PRIOR TO CLASS.

One registration form for each participant, along with payment <u>must</u> be received two weeks prior to class.

Class size is limited to 16 and registrations are accepted on a first

come, first served basis.

Program Coordinator: Sgt. Jason Williams, (517) 322-6182

LAW ENFORCEMENT IN-SERVICE SCHOOL REGISTRATION FORM

PLEASE TYPE ONE (1) REGISTRATION FORM REQUIRED FOR EACH PARTICIPANT

NAME:	
RANK:	GENDER:
AGENCY:	
ADDRESS:	
PHONE:	_ FAX:
DATE OF SCHOOL:	
Lodging/Meal Information:	
Check if your require lodging	
Check if you require lodging the	night before programs starts
Check if you require lunches/brea	aks only
Polo/Golf Shirt Size (Check one):	
Small Medium La	argeX-Large XX-Large
SEND YOUR CHEC	K AND REGISTRATION TO:
Michigan Dep 7426 Lansing	Nancy Shaffer artment of State Police N. Canal Road , Michigan 48913 (517) 322-5600
WORKING DAYS before the training conworkings days will be charged the full trawill be charged the full cost of the cours	TION OF ATTENDANCE MUST OCCUR 7 urse begins. Cancellations made within 7 aining amount. Failure to cancel or "NO SHOW" e. Reservations are transferable to a later ble courses and the cancellation falls within the 7 will be charged.

ACADEMY USE ONLY

Check #: ______ YES _____ NO

Date Received: ____

REGISTRATION INFORMATION

NO REGISTRATIONS WILL
BE TAKEN OVER THE
TELEPHONE. FOR
INFORMATION, PLEASE
CONTACT THE PERSON
INDICATED FOR YOUR
SPECIFIC COURSE OF
INTEREST.

CANCELLATION POLICY

CANCELLATION OF ATTENDANCE MUST OCCUR **SEVEN (7) WORKING DAYS BEFORE** THE TRAINING COURSE BEGINS. **CANCELLATIONS MADE** WITHIN 7 WORKING DAYS WILL BE CHARGED THE **FULL TRAINING AMOUNT.** FAILURE TO CANCEL, OR "NO SHOWS," WILL BE CHARGED THE FULL COST OF THE COURSE. **RESERVATIONS ARE** TRANSFERABLE WITHIN THE DEPARTMENT.

Michigan State Police Field Detective Division Training Programs

The following schools will be coordinated by the MSP Field Detective Division Training Unit. They are open to local police departments on a tuition basis, as well as to MSP personnel. This serves as a preliminary announcement, as some dates and tuition costs have yet to be determined.

MSP personnel can view class information, current dates and register on-line for all schools by visiting the Field Detective Division, Training Unit's web page found on the Intranet.

Non MSP personnel can register for classes using the registration form on the next page. Questions regarding class dates, tuition, and other class information should be directed to the Field Detective Division Training Unit.

ALL UPDATES AND REGISTRATIONS MUST BE MADE DIRECTLY WITH THE FIELD DETECTIVE DIVISION TRAINING UNIT.

D/F/Lt. Mary Pekrul (517) 336-6683 D/Sgt. Annette Cook (517) 336-6115 Angie Yankowski (517) 336-6565

2911 Eyde Parkway, Suite 130 East Lansing, Michigan 48823

Other Schools that <u>MAY</u> be Offered on a Trial Basis During the Fiscal Year Include:

- Survival Spanish for Undercover/Arresting Officers
- Advanced REID Interview & Interrogation: September 2003

For more information on course content and possible dates contact D/Sgt. Annette Cook at (517) 336-6115.

DETECTIVE/INVESTIGATOR PROGRAMS Registration Form



	Training name:		
TF POLICE	Date of training:_		
Name:			
	Last	First	M.I.
Rank:	Social S	ecurity Numb	er:
Team Assi	igned to:		
Team Con	nmander:		
Home Dep	partment and Address:		
Office Pho	one:Offi	ce Fax:	
Pager Nun	nber:		
E-Mail Ad	ldress:		
District	or Division Approval:	Yes	No
Lodging	Required:	Yes	No
Room Wit	h:		
			not request to room with someone cal excuse or special request only!
Circle One	e: SMOKING		NON-SMOKING
Person t	o Contact in Case of Em	ergency:	
Name:			
Telephone	:		
- I	Home		Work

Please return this completed registration form to: Angie Yankowski, Field Detective Division, Training Unit, 2911 Eyde Parkway, Suite 130, East Lansing, MI 48823 or Fax it to: (517) 333-5399. Registrations will be accepted THREE weeks, but no more than 60 days, prior to the school's start date.) IF YOU ARE REQUIRED TO PAY TUITION, AN INVOICE WILL BE MAILED TO YOUR DEPARTMENT FOLLOWING THE START DATE OF THE SCHOOL!

Raid Entry School (3 Days)

The **RAID ENTRY SCHOOL** is geared toward narcotics raid entry procedures, and is presented by the Field Detective Division Training Unit along with the Emergency Support Unit. Seven hours of classroom instruction on planning strategy and safety aspects are followed by twelve hours of practical exercise scenarios, addressing entry procedures, building searches and vehicle stops.

Officers will supply their own weapons, vests, raincoats, heavy boots and helmet with visor. The school will involve live-fire and simunition scenarios.

Ammunition provided for 9mm and .40 only.

DATES: May 2003 and August 2003

TUITION: \$300

CONTACT: D/Sgt. Annette Cook,

(517) 336-6115



LSI Course on Scientific Content Analysis (SCAN- 3 Day/24 Hours)

The **LSI SCAN** technique presents an effective method for obtaining information and detecting deception strictly by means of written communication.

This course (conducted by Mr. Avinoam Sapir), combines past knowledge and experience with instruction in the course to teach the participant to effectively obtain information, minimize mistakes, and understand a person's responses.

The course is designed to enable the participant to detect deceptions and omissions, while evaluating any form of written communication including statements, letters, depositions, documents, transcripts and even newspapers.

DATE: February 3-6, 2003

LOCATION: MSP Training Academy

Lansing

MSP PERSONNEL CONTACT:

D/Sgt. Annette Cook at (517) 336-6115

ALL OTHERS CONTACT:

LSI SCAN at 1-800-727-3113



Basic Narcotics School (5 Days)

The **BASIC NARCOTICS SCHOOL** is presented by the MSP Field Detective Division Training Unit. It consists of basic narcotics training in informants, laboratory testing, drug identification, courtroom testimony, field work, technical equipment, and conspiracies. Recommended for officers who are preparing to enter a narcotics unit or who have less than 6 months experience with a narcotics unit.

DATES: January 2003

July 2003

TUITION: \$500

CONTACT: D/Sgt. Annette Cook,

(517) 336-6115

Advanced Narcotics School (5 Days)

The ADVANCED NARCOTICS SCHOOL is based on a practical scenario that develops and progresses through the week, incorporates a mock court trial, and discusses conspiracy cases. Recommended for undercover officers who have previously attended the Basic Narcotic School, first-line supervisors of any undercover operation, and team leaders of narcotics, auto theft, or stolen property teams using undercover operations.

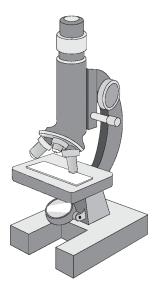
DATES: March 2003

September 2003

TUITION: \$500

CONTACT: D/Sgt. Annette Cook,

(517) 336-6115







Homicide Training Seminar

The HOMICIDE TRAINING SEMINAR is designed for Detectives in the field. A practical exercise in which attendees will team up, develop leads, and seek warrants for a suspect. The training uses the campus of Michigan State University. This program is sponsored by Michigan State University, Professional Development and Michigan State Police, Investigative Resources Section.

Limited class size. Tuition, room and board required. Attendees should bring their own homicide kits, if available. Items suggested are: gloves, sketch pad, swab kit, 35mm camera, latent print kit, blood collection kit, tape measure, casting kits and tool kit.

DATES: Summer 2003

TUITION: Fee can be obtained from

MSU Criminal Justice Center

CONTACT: MSU Criminal Justice Center,

(517) 355-9648 or

MSP-FDD, D/Sgt. Annette Cook

at (517) 336-6115

Interview & Interrogation (3 Days)

The INTERVIEW & INTERROGATION class is the widely acclaimed training program presented by John E. Reid and Associates of Chicago, Illinois. During the instruction, students learn how people communicate through both verbal and non-verbal behavior. Detectives and other investigators will learn tips and techniques for conducting more effective interviews and interrogations.

DATES: February 25-27, 2003

TUITION: \$400 (meals & lodging not

included)

CONTACT: D/Sgt. Annette Cook,

(517) 336-6115

LOCATION: MSP Training Academy

Lansing







Basic Detective School (5 Days)

The **BASIC DETECTIVE SCHOOL** presents a variety of valuable topics for all types of investigators, including:

- ARSON INVESTIGATION
- ASSET FORFEITURE
- AUTO THEFT
- CHILD ABUSE
- CRIME LAB UPDATE
- COMPUTER CRIME INVESTIGATIONS
- FORENSIC PATHOLOGY
- HANDLING INFORMANTS
- LATENT PRINTS
- MAJOR CASE INVESTIGATION
- QUESTIONED DOCUMENTS
- SEARCH & SEIZURE, SEARCH WARRANTS
- TECHNICAL SERVICES
- THREAT ASSESSMENT
- WITNESS INTERVIEWING

DATES: December 2003
TUITION: To be announced
LOCATION: To be announced

CONTACT: D/Sgt. Annette Cook,

(517) 336-6115

Linguistic Interviewing and Statement Analysis Techniques

The LINGUISTIC INTERVIEWING & STATEMENT ANALYSIS TECHNIQUES

class is presented by Daniel T. Marsano, CIFI, CFE, Director, Special Investigations, Prudential Insurance Company. Mr. Marsano is an internationally recognized expert in Behavioral Analysis Interview, Interrogation, and Statement Analysis Techniques. Each student will receive a copy of Mr. Marsano's book "In Search of Truth." This course runs from 8:30 a.m. to 4:30 p.m. and is designed to enhance the following skills:

- Conduct more thorough interviews.
- Utilize more strategic questioning tactics.
- Recognize and analyze linguistic clues in the subject's words.
- Identify indicators of deception and/ or missing information.
- Proceed with greater confidence when confronting deceptive subjects.

DATES: To be announced

TUITION: \$70

_OCATION: MSP Training Academy

Lansing

TACT: D/Sgt. Shelley Heindel,

(517) 322-1909



THE MICHIGAN HAZARDOUS MATERIALS TRAINING CENTER

Training those who respond!

The Michigan Hazardous Materials Training Center provides an ever-expanding and comprehensive program of cost effective training for public and private sector agencies responsible for hazardous materials planning, response and cleanup. Over the past several years, specialized and technical rescue programs have also become part of the Center curriculum offerings making the facility an integral part of Michigan's effort at being a national leader in emergency training for hazardous materials, technical rescue and terrorism planning and response.

Courses and workshops are developed to meet or exceed the variety of planning and training requirements and recommendations of OSHA, EPA, MIOSHA, NFPA, MDPH-EMS, and others. On-site courses are conducted at the Center's four-acre site adjacent to the Michigan State Police Training Academy in Lansing. Due to the extensive hands-on nature of many of these programs, the Center utilizes a variety of training and simulation aids including railroad cars, highway tank trailers, above/below ground storage tanks, confined spaces, and personal protective clothing and equipment – all intended to provide a realistic training environment. Upon successful completion of a course, students are issued a Michigan State Police certificate of training.

What About Off-site Training?

The HMTC continues to expand the ability to develop and deliver planning resources and training programs to you and your employees at your facility, or a facility near you. The Training Center Staff is also available to develop specific courses for your facility based on the activities your personnel are expected to perform. All training services are designed to enable you to comply with federal and state regulations.

Course Offerings Include:

Chemistry
Confined Space Rescue
Emergency Hazardous Materials Response
Hazardous Waste Worker Compliance
Incident Command and Management
Railroad Transportation Response
Technical Rescue
High Angle Rescue
Specialty Courses, Workshops and Conferences
Terrorism Incident Planning and Response
Monitoring and Sampling of Air and Hazardous Materials
and much more . . .



For further information, contact:

The Michigan Hazardous Materials Training Center 7426 Osborn

Lansing, Michigan 48913 Phone: (517) 322-1190 Fax: (517) 322-6442



Check out our website located at www.hazmatems.com

FIRE INVESTIGATION TRAINING PROGRAMS

Fire Investigation I School (80 Hours)

FIRE INVESTIGATION I SCHOOL is presented by the Michigan State Police, Fire Marshal Division. The Program is nationally accredited and is recognized as a leader in fire investigation training. The purpose of the program is to provide investigators with a solid foundation of fire investigation skills. A variety of methods and resources will be utilized to facilitate learning, including classroom lecture and hands-on training. Classes include:

- ORIGIN AND CAUSE DETERMINATION
- ACCIDENTAL FIRE CAUSES
- INCENDIARY FIRE CAUSES
- FIRE CHEMISTRY
- FIRE SUPPRESSION
- PHOTOGRAPHY
- SKETCHING AND REPORT WRITING
- EVIDENCE COLLECTION
- MOTIVES
- INSURANCE
- INTERVIEW AND INTERROGATION
- VEHICLE FIRES
- COURTROOM TESTIMONY
- MOCK TRIAL

DATES: Spring Session:

April 14-25, 2003

Application Deadline: January 24, 2003

Fall Session:

September 8-19, 2003

Application Deadline:

June 20, 2003

TUITION: \$500.00

CONTACT: D/Lt. Jim Shinsky,

(517) 322-5463 or Spl/Sgt. Chad Coney,

(517) 322-5783



FIRE INVESTIGATION TRAINING PROGRAMS

Fire Investigation II School** (40 Hours)

FIRE INVESTIGATION II SCHOOL is presented by the Michigan State Police, Fire Marshal Division. The primary purpose is to build upon the skills learned by the students in the Fire Investigation I School. Classes include:

- EXPERT TESTIMONY
- ELECTRICAL FIRE INVESTIGATION
- LP GAS FIRE INVESTIGATION
- ARSON PROFILING
- NATURAL GAS FIRE INVESTIGATION
- ACCOUNTING
- INSURANCE/EXAM UNDER OATH
- ADVANCED INTERROGATION

DATES: March 17-21, 2003

Application Deadline: February 21, 2003

TUITION: \$250.00

CONTACT: D/Lt. Jim Shinsky,

(517) 322-5463 or Spl/Sgt. Chad Coney,

(517) 322-5783

**PREREQUISITE:

Students must first attend the FMD Fire Investigation I School — Contact FMD for special instructions regarding equivalent program information.



FIRE INVESTIGATION TRAINING PROGRAMS

Vehicle Fire Investigation School** (40 Hours)

VEHICLE FIRE INVESTIGATION

SCHOOL is presented by the Michigan State Police, Fire Marshal Division. Students will receive classroom instruction and participate in the actual burning of late model vehicles, simulating incendiary and accidental vehicle fire causes. Students will then have the opportunity to examine the burned vehicles. Classes include:

- IDENTIFYING VEHICLES
- MOTIVES
- IGNITIONS AND STEERING COLUMNS
- ACCIDENTAL FIRE CAUSES
- FUEL AND FUEL SYSTEMS
- ELECTRICAL FIRE CAUSES
- LEGAL ASPECTS
- LIVE BURN EXERCISE

DATES: To be announced.

Application Deadline: September 13, 2002

TUITION: \$250.00

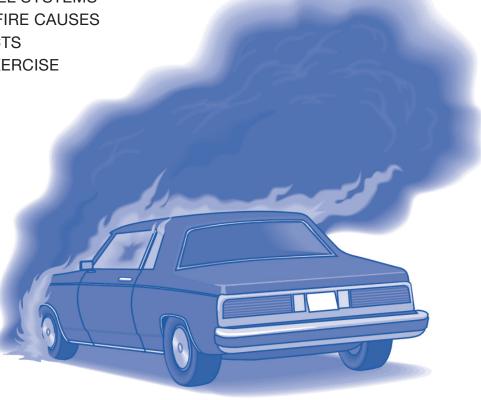
CONTACT: D/Lt. Jim Shinsky,

(517) 322-5463 or Spl/Sgt. Chad Coney,

(517) 322-5783

**PREREQUISITE:

Students must first attend the FMD Fire Investigation I School — Contact FMD for special instructions regarding equivalent program information.



FIRE INVESTIGATION TRAINING PROGRAMS

Arson Follow-Up School (40 Hours)

ARSON FOLLOW-UP SCHOOL is presented by the Michigan State Police, Fire Marshal Division for police and public safety officers only. This program is NOT designed to instruct fire origin and cause determination, but to provide the follow-up investigator with the necessary skills to continue the investigation once a qualified fire expert has determined that the fire was arson. Various methods of instruction will be utilized to facilitate learning, including a hands-on, role playing scenario. Classes include:

- BASIC FIRE INVESTIGATION
- ARSON MOTIVES
- CRIMINAL STATUTES
- INSURANCE PROCESS
- INVESTIGATIVE TOOLS
- ACCOUNTING
- ADVANCED INTERVIEW/ INTERROGATION
- CASE PREPARATION

DATES: February 10-14, 2003

August 18-22, 2003

Application Deadlines: January 10, 2003 July 18, 2003

TUITION: \$250.00

CONTACT: D/Lt. Jim Shinsky,

(517) 322-5463 or Spl/Sgt. Chad Coney,

(517) 322-5783



Team:

Fire Marshal Division 2003 Fire Investigation Training Application

NOTE: Applications must be neatly printed or typed and fully completed. Incomplete or illegible applications will not be accepted.

SOCIAL SECURITY NUMBER	LAST NAME						FIRST N	IAME		M.I.
DOB MALE FEMALE	DRIVER'S LICI	ENSE NUMBER			DEPAR	TMENT				
JOB TITLE	STREET ADD	RESS			I		CITY		STATE	ZIP
COUNTY	TYPE OF AGE		ia Caf	·	7th on [7	WORK TEI	LEPHONE		
SUPERVISOR TITLE	Police	Fire Publ	ic Sai	ety 🔲 (Other [LAST NA	МЕ			
EMPLOYMENT STATUS Full-Time Part-Paid Vo	lunteer 🗌	FDID (Fire ID)		ORI (Law I	Enforceme	nt ID)		NUMBI FIRE O	ER OF YEARS I R POLICE SER	N VICE
NUMBER OF YEARS IN IS PRESENT POSITION Y	FIRE INVESTIGAT OUR PRIMARY RES	E INVESTIGATION YES PERCENTAGE OF TIME SPENT ON FIRE INVEST.			TIME NVEST.		NUMBER OF FIRES YOU HAVE ACTUALLY INVESTIGATED			
TOTAL NUMBER OF FIRES INVESTIGATED IN 2001	TOTAL NUMBER OF ARSON FIRES TURNED OVER TO NUMBER OF FIRES YOUR AGENCY RESPONDED TO:									
HAVE YOU COMPLETED TRAZ-MAT AWARENESS?	OTAL NUMBER OF ARSON HAVE YOU EVER BEEN ARRESTED FOR A CRIME FOR WHICH YOU COULD HAVE GONE ELATED ARRESTS FOR 2001 HAVE YOU EVER BEEN ARRESTED FOR A CRIME FOR WHICH YOU COULD HAVE GONE TO JAIL? IF YES, DO NOT PROVIDE DETAILS. YES NO									
INDICATE WHICH SCHOOL YOU ARE APPLYING FOR: DATES OF SCHOOL APPLYING FOR:										
IF APPLYING FOR FIRE INVEST	GATION II OR	VEHICLE FIRE S	СНОС)L						
BASIC SCHOOL ATTENDED (43rd, April 16-27, 2001, etc.) DATE ATTENDED:		IF NONE – ARE YOU SUBMITTING AN EQUIVALENCY REQUEST?								
I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE RELEASE OF ALL CRIMINAL HISTORY INFORMATION THAT PERTAINS TO THIS APPLICATION.										
APPLICANT SIGNATURE DATE										
SUPERVISOR CERTIFICATION: I HAVE REVIEWED THIS APPLICATION AND ATTEST THE INFORMATION TO BE TRUE AND ACCURATE. I ALSO CERTIFY THAT THE APPLICANT WILL BE UTILIZED AS A FIRE INVESTIGATOR UPON COMPLETION OF THIS SCHOOL.										
SUPERVISOR'S SIGNATURE DO NOT SEND THE REGISTR	A TRICAL DIDE FIX	WH WALLEANS) TATEST	NO TO TO TO	N INI INI	DIEDIC	DATE	D OD N	OT VOLUM	A/E DEEAL

- DO NOT SEND THE REGISTRATION FEE UNTIL YOU HAVE BEEN NOTIFIED IN WRITING WHETHER OR NOT YOU HAVE BEEN ACCEPTED INTO THE SCHOOL.
- > DO NOT CALL THE FIRE MARSHAL DIVISION TO INQUIRE ABOUT YOUR APPLICATION, YOU WILL BE NOTIFIED BY MAIL.
- MAIL YOUR COMPLETED ORIGINAL APPLICATION TO ARRIVE NO LATER THAN THE APPLICATION DEADLINE.
- ▶ DO NOT FAX YOUR APPLICATION FAXED APPLICATIONS WILL NOT BE ACCEPTED.
- MAIL COMPLETED ORIGINAL APPLICATION TO:

Michigan State Police	D/Lt. Jim Shinsky	517-322-5463
Fire Marshal Division	Spl/Sgt. Chad Coney	517-322-5783
Fire Investigation Training Applications	Ms. Karen Towne	517-322-5482
7150 Harris Drive	Ms. Autumn Schrauben	517-322-1938
Lansing, Michigan 48913		

MICHIGAN INCIDENT CRIME (MICR) PROGRAM

*Uniform Crime Reporting/ Michigan Incident Crime Reporting Training

UNIFORM CRIME REPORTING (MICR)

This course offers instruction on how to use the MICR Handbook. It covers old and new data elements, which need to be collected.

OBJECTIVES To inform law enforcement officials responsible for UCR/MICR reporting about the program requirements, provide instruction on the uses of the data, learn about various reports available, and how to correct error reports.

DATES: Offered at a Local Location

Upon Request

TUITION: None

CONTACT: Theresa Page, Manager

Uniform Crime Reporting Section, Criminal Justice Information Center, (517) 322-1150



